

Overview

In general terms, a tentative map is a map, prepared by or under direction of a land surveyor or civil engineer licensed to practice in the State of California, for the purpose of showing the design and improvement of a proposed subdivision, the existing conditions in and around it, and need not be based upon an accurate or detailed final survey of the property. There are two basic types of tentative maps, as follows:

1. **Parcel Map**. The creation of four or less parcels, exclusive of any portion of the parcel designated as a remainder pursuant to Section 66424.6 of the Subdivision Map Act. A property owner/developer may file a parcel map for any of the following subdivisions:
 - If the land to be subdivided contains less than five acres, each parcel created abuts a maintained public street or highway and no dedications or improvements are required by the City; or
 - If each parcel created has a gross area of 20 acres or more and has an approved access to a maintained public street or highway; or
 - If the land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the City as to street alignments and widths; or
 - If each parcel created has a gross area of not less than 40 acres or is not less than a quarter of a quarter section.

A property owner/developer may submit an application for a waiver of the requirements of a parcel map for any of the following divisions of property:

- A division of property created by probate, eminent domain procedures, partition, or other civil judgements.
- A division of property resulting from the conveyance of land to or from a government agency or public utility for public use.
- Subdivisions of a portion of the operating right-of-way of a railroad corporation created by short-term leases.
- Subdivisions of property in which all required public improvements exist, public improvements are unnecessary as determined by the City Engineer, or public improvements may be deferred by agreement as determined by the City Engineer.

The waiver process does not apply to airspace subdivisions for the purpose of residential condominium conversions.

2. **Subdivision Map**. The creation of five or more parcels and, in compliance with City Council Ordinance No. 733, requires the concurrent filing and processing of a design review application pursuant to Chapter 17.820 of the Brentwood Municipal Code, referred to as design and site development review. There are two exceptions to the concurrent processing requirement, as follows:
 - If the residential subdivision map creates 15 parcels or less; or
 - If the residential subdivision map creates parcels that are greater than 15,000 square feet in size.

In addition to the subdivision map, there is a vesting subdivision map that preserves development rights in effect at the time of subdivision map approval. Such vesting approval shall be subject to the same procedure as any other subdivision map except in the following respects:

- Vesting approval shall only be granted to residential subdivisions.
- A vesting subdivision map shall have printed conspicuously on its face the words “Vesting Tentative Map.”
- In addition to the information required pursuant to Section 16.090.020 of the Brentwood Municipal Code the property owner/developer shall provide the following information:
 - Height, size, and location of buildings;
 - Sewer, water, storm drain and road details;
 - Information on the uses to which the buildings will be put;
 - Detailed grading plans;
 - Geological or soils studies;
 - Flood control information indicating impact on downstream and proposed improvements;
 - Architectural plans; and
 - A design and site development review application for the project, which shall be processed concurrently.

Submittal Requirements

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department:

Parcel and Subdivision Maps

1. Completed Universal Application, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Applicable filing fees.
3. Preliminary title report for the subject property, no more than three months old at the time of submittal.
4. Tentative parcel map (three 24” x 36” paper copies (folded)), including:
 - A title containing the parcel number and project name, a table of summary information displaying the existing zoning, APN’s, property owner, developer, and surveyor information, all existing easements, and any other pertinent information.
 - Preliminary grading plan (three 24” x 36” paper copies (folded)), including a title containing the parcel number(s) and project name, pad elevations, contour lines representing the existing slope of the project site, all existing and proposed drainage facilities, irrigation ditches, and culverts and the direction of flow, and any other pertinent information.
5. Phase I Environmental Site Assessment.
6. Preliminary Soils Geotechnical Report.
7. An HCP Application Form and Planning Survey Report (PSR) is needed in order to comply with East Contra Costa County HCP/NCCP. This document can be accessed via the internet at <http://www.co.contra-costa.ca.us/depart/cd/water/HCP/project-permitting.html>.
8. Arborist Report.
9. Cultural Resources Study.
10. Stormwater Control Plan to address C.3 requirements, including all applicable text and worksheets. Please visit the Contra Costa Clean Water Program’s website at <http://www.cccleanwater.org/c3.html> for further information.

11. Public hearing sign posting – the sign should measure 4' in height x 8' feet in width and be placed perpendicular to the adjacent public street(s). The wording for the sign will be provided to the property owner/developer by City staff, after the application has been deemed complete.
12. Flash drive or CD containing all written documents in Word format and all maps/plans in PDF format.
13. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.

Vesting Subdivision Map

All of the above mentioned parcel and subdivision map submittal requirements would apply to the vesting subdivision map submittal, with the following additional items:

1. An 11" x 17" fully dimensional elevation plan color booklet (one paper copy) drawn to scale.
2. Sample board of materials and colors.
3. A 24" x 36" master plotting plan (one paper copy (folded)), showing each proposed model in a different color and a chart showing the individual model percentage breakdown to the total number of lots.
4. A 24" x 36" preliminary landscaping plan (one paper copy (folded)) drawn to scale.

**All full-size copies of plans shall be folded to 8 ½" x 11" in size at the time of submittal. Additional copies of full-size plans will be needed prior to any required public hearing.*

Processing Time

- Parcel maps are typically processed in 2-4 months.
- Subdivision and vesting subdivision maps are typically processed in 6-8 months.

Public Hearings Required

Parcel, Subdivision and Vesting Subdivision Maps require a noticed public hearing before the Planning Commission, and may require a hearing before the City Council as well. A Parcel Map Waiver requires a noticed public hearing before the Zoning Administrator. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.

Appeal Process

Decisions made by either the Zoning Administrator or Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.